

Berkeley County Government
JOB OPENING – EXTERNAL POSTING
BUYER (PS101355)

DEPARTMENT: PROCUREMENT

JOB SUMMARY/ESSENTIAL FUNCTIONS: The employee in this classification is responsible for performing highly complex tasks. Must be able to deal courteously and effectively with fellow employees and citizens. Conduct purchasing for various County departments in accordance with the County Procurement Ordinance. Assist departments with solicitation of various types of bids. Process requisitions received from departments and generate purchases orders. Perform value and marketing analyses for product availability. Solicit quotes, perform bid analyses to determine best values and select vendors for purchases. Establish contracts for various goods and/or services. Manage the sale of all surplus items through the county online Surplus Property Program and Surplus Store. Assist department with On-line Requisitions to include setting up new users and providing training as needed. Required to manage the ESF-7 station at the Emergency Operation Center during emergencies as requested. Assist Procurement Director and others as needed. Perform other duties as assigned.

QUALIFICATIONS:

Associates degree in Purchasing or a related field required, and 3 years of public procurement experience completed within the previous ten (10) years.

Certified Professional Public Buyer Certification desired. Candidates who are not certified upon hire will be required to certify within five (5) years of employment (as per the eligibility requirements from the UPPCC), and are required to maintain current certification as a condition of continued employment.

Valid driver's license for South Carolina required. Must have safe driving record.

Personal computer experience required, including advanced knowledge of Word and Excel. Bi-Tech IFAS software experience preferred.

Previous experience in procurement in a government entity is preferred.

Candidates should have excellent problem solving and customer service skills.

Clerical skills including filing, customer service, math, data entry, and correct grammar usage.

Skilled in the operation of all basic office equipment including fax machines, calculators, scanner, and copiers.

Departmental testing may be administered during interview.

Must be detail oriented and have excellent customer service and communication skills, both written and oral.

Ability to multi-task in a fast-paced customer service oriented environment.

Must be able to efficiently complete tasks by following established guidelines/procedures with minimal direct supervision.

A criminal background check will be completed on selected applicant if a current one (less than 3 years old) is not on file.

PHYSICAL REQUIREMENTS:

This position requires the employee to frequently sit and use hands to handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear. The employee must occasionally lift and/or move up to forty (40) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

SAFETY INFORMATION/DUTIES:

This is a safety sensitive position and subject to random drug and alcohol testing. Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

HOURS OF WORK:

This position is classified as non-exempt and reports directly to the Procurement Director. Thirty-seven and one half (37.5) hours per week. Monday through Friday from 8:00 a.m. until 4:00 p.m. with the ability to work flexible hours when necessary. May be required to attend evening County Council and other group meetings as needed. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

If you are interested in applying for a position with Berkeley County Government, you will need to set up a personal account and apply online, click on "Applicant Online" from our website www.berkeleycountysc.gov and follow the prompts. For questions, contact Human Resources at 843-719-4163 (Moncks Corner); 723-3800 ext. 4163 (Charleston); or 567-3136 ext. 4163 (Saint Stephen). Computers are available in the Berkeley County Administration Building and the Libraries to apply online.

Buyer - Grade C28

Entry Level Bi-Weekly Range: \$1277.89 - \$1,469.57

Date of Posting: 08/04/2016

Date of Closing: Subject to close at any time.

BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

All employees of Berkeley County Government are employed on an "at-will" basis which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Berkeley County Government may discontinue the employment relationship on the same grounds.

APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.